



COMMONWEALTH of VIRGINIA

Department of General Services

DIVISION OF ENGINEERING AND BUILDINGS
BUREAU OF CAPITAL OUTLAY MANAGEMENT

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April 3, 2012

TO: State Agency Facility Officers and Capital Outlay Managers

FROM: W. Michael Coppa, Director

DATE: April 3, 2012

RE: **Pool Projects - Updated Procedures**

Attached for your use is information outlining the general review and approval process for Pool Funded projects, and the process if those projects experience cost overruns. These procedures apply to all agencies, including Level III higher education institutions, in accordance with the following:

Code of Virginia § 2.2-1516 establishes the Six-Year Capital Outlay Plan Advisory Committee. 2011 Virginia Acts of the Assembly, Chapter 890, Part 2: Capital Project Expenses, §2.0 General Conditions, Item S (Page 452) requires:

All agencies of the Commonwealth and Institutions of Higher Education shall provide information and/or use systems and processes in the method and format as directed by the Director, Department of General Services, on behalf of the Six-Year Capital Outlay Plan Advisory Committee to provide necessary information for state-wide reporting. This requirement shall apply to all projects, including those funded from general and nongeneral fund sources.

It should be noted that once the budget for a project is accepted, the Level III schools are not subject to the Bureau of Capital Outlay Management's approval of CO-4, CO-5, CO-6, and CO-8 forms. The level III schools though, are subject to the cost overrun process if the final bids or GMP exceeds the project budget. It is also anticipated that the Level III schools will need to submit a HECO-8 to the Department of Planning and budget prior to the release of project construction funds.

Involvement of the Cost Review section of BCOM, in preplanning, is strongly encouraged to identify a cost target while the effects of potential design changes would be minimal.

If you have any questions related to the attached processes, please contact the Bureau of Capital Outlay Management Cost Reviewer assigned to your agency.

CC: D. Timberlake
D. Darr
M. Maul
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J. Edwards
M. Shook

Attachments:

1. Pool Project Funding Flowchart
2. Pool Project Submittal Requirements Matrix
3. Pool Project Cost Overrun Flowchart
4. Pool Project Construction Cost Target Information
5. BCOM Cost Reviewer Agency Assignments